



DEPARTMENT OF COMMERCE AND INSURANCE
TENNESSEE STATE BOARD OF BARBER EXAMINERS
500 JAMES ROBERTSON PARKWAY, 1ST FLOOR
NASHVILLE, TN 37243-1148
(615) 741-2294

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LICENSE CERTIFICATION

The following to be completed by the **STATE BOARD** in which you are currently licensed, and should be **MAILED TO THE TENNESSEE BOARD DIRECTLY** from said board.

STATE BOARDS COMPLETING THEIR OWN FORM, OR BOARDS USING A COMPUTER GENERATED FORM, SHOULD ATTACH CERTIFICATION TO THIS APPLICATION AND MAIL DIRECTLY TO THE TENNESSEE STATE BOARD.

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NAME OF SCHOOL ATTENDED _____

ADDRESS OF SCHOOL _____

HOURS:

CLOCK/CLASSROOM _____ APPRENTICE _____ CREDIT UNIT _____ COMPETENCY BASED _____

DATE BEGAN _____ DATE COMPLETED _____

ORIGINAL LICENSE ISSUED: STATE _____ TYPE _____

DATE ISSUED _____

CURRENT LICENSE ISSUED BY THIS STATE THROUGH:

☐ EXAMINATION ☐ RECIPROCITY ☐ OTHER _____
☐ WRITTEN ☐ "HANDS-ON" PRACTICAL ☐ WRITTEN PRACTICAL

CURRENT LICENSE TYPE: _____ DATE ISSUED _____

EXPIRATION DATE _____

DISCIPLINARY ACTIONS TAKEN: _____

COMMENTS: _____

We further certify that the above named person has always had a good record with this Board, as far as our records show.

NAME OF STATE BOARD: _____

SIGNATURE & TITLE: _____

STATE SEAL

DATE: _____

TENNESSEE STATE BOARD OF COSMETOLOGY
APPLICATION FOR RECIPROCITY

DIRECTIONS

Complete the top portion (applicant section) of the reverse side of this form. Include your Social Security Number.

Forward this form to the State Board in which you are currently licensed OR call the State Board you are currently licensed with and request a "State Board Affidavit". Affidavit should not bear any alterations, erasures or corrections. **State Board seal must be affixed and form cannot be dated prior to six (6) months of application.**

After receiving this completed form (or the State Board Affidavit form) from your State Board, forward to the Tennessee State Board, along with any required attachments, as described below. If your State Board mails affidavits directly to the Tennessee Board, complete the applicant section on the reverse side of this form, including SSN # and forward to the Tennessee State Board with a copy of your cosmetology school diploma or record.

If your State Board Affidavit did not indicate **where you went to cosmetology school**, your application should be submitted with a **copy of your cosmetology school diploma or record**. If records are unavailable, you may substitute this record with a notarized statement written by yourself verifying when, where and for how many hours you attended cosmetology school.

The State Board examination you took must meet Tennessee's minimum requirements, which includes a Board approved/administered exam.

If you do not meet the following hourly requirement and can document 5 years of recent *work experience, you may still qualify for reciprocity in Tennessee:

BASIC RECIPROCITY REQUIREMENTS

| | |
|----------------------|--|
| Cosmetologist | 1500 hours |
| Manicurist | Must Take Full Exam |
| Aesthetician | 750 hours |
| Instructor | 1500 cosmetologist hours plus 300 hours licensed instructor training (or 5 years instructor experience) |

***If you do not meet the above listed hourly requirement, or did not attend a licensed cosmetology school, you may submit proof of 5 years work experience in the form of notarized statements. Statements must show proof of continuous and lawful employment in the cosmetology field for at least five years **immediately prior to the filing of the application**. Exact dates of employment are required as well as the owner/manager's signature. If you owned your own shop you must provide notarized statements from the shop's tax preparer or accountant as proof of employment. DO NOT SEND COPIES.**

If you do not meet the minimum hourly requirement and cannot provide affidavits of 5 years work experience immediately prior to your application date, you will be required to take and pass the Tennessee practical examination.

Do not ask the Board for special handling of your file, all applications are processed as soon as requirements have been met.
Please read all directions!

If you are found working prematurely, without the proper Tennessee license, disciplinary action could be taken by the State Board.

Once approved for licensure in Tennessee, a permanent file number will be issued, and you will be **MAILED** an **APPROVAL LETTER** along with a request for remittance of the required fifty dollar (\$50.00) application fee.

DO NOT SEND THE APPLICATION FEE WITH THIS APPLICATION!.

You will be permitted to work on your approval letter for a period not to exceed one (1) month. Upon receipt of your **APPROVAL LETTER** you may begin working by:

1. Posting your **APPROVAL LETTER**
2. Posting a money order receipt or copy of cashier's check made out to the Tennessee State Board of Cosmetology for the amount of fifty dollars (\$50.00).

NOTE: You will be required to produce proof of identification at all times.

**THE PRACTICE OF COSMETOLOGY IS PROHIBITED IN THIS STATE UNTIL
A PROPER TENNESSEE LICENSE IS SECURED**